



State of California
Department of Corrections and Rehabilitation
Division of Correctional Policy Research and Internal Oversight
Commission on Peace Officer Standards and Training

Duty Statement

Rev. 09/24/2021

Incumbent:	Location: CPOST, Sacramento
Position Title: Executive Director	Classification: Career Executive Assignment, Level A
Position Number (s): 048-113-7500-001	Supervised By: Chair, Commission on Correctional Peace Officer Standards and Training (CPOST)

The Executive Director (ED), Commission on Correctional Peace Officer Standards and Training (CPOST), serves at the direction of the CPOST Commissioners and operationally reports to the Director, Division of Correctional Policy Research and Internal Oversight (CPRIO) of the California Department of Corrections and Rehabilitation (CDCR) and the President of the California Correctional Peace Officers Association (CCPOA). The ED closely collaborates with the Deputy Director, Peace Officer Selection and Employee Development (POSED) on training initiatives. The ED is the principle policy maker on selection and training standards for correctional peace officers and directs the organization in the application of those standards. In addition, the ED is responsible for policy and oversight functions in CDCR's peace officer apprenticeship program. The ED also guides the development, implementation, and maintenance of a cooperative labor/management approach to establishing and assessing training standards and materials subject to CPOST's guidelines. Duties include but are not limited to:

- 40% Provides executive oversight and leadership to the CPOST peace officer classifications and support staff, directs the work of the apprenticeship unit, directs the application and methods of training, and delegates assignments as necessary. Ensures consistent evaluation of CDCR peace officer training with respect to establishment and application of CPOST standards. Provides direction and oversight of the development and evaluation processes used in reviewing peace officer training standards. Collaborates with CPOST support staff in the preparation for CPOST board meetings: develops the agenda, ensures that Commissioners have materials in advance of the meeting, and coordinates with staff regarding the status of issues before the Commission.
- 20% The ED is the principle policy maker regarding training standards for correctional peace officer training and delivery. Manages specialized and complex projects, driving development of training concepts based on national best practices; identifies CPOST training standards that require refinement as needed prior to submission to the Commission. Oversees the Apprenticeship Coordinator's Office (ACO) and manages the on-the-job training requirements, regulation, documentation, and record-keeping system for the apprenticeship program. Acts as a liaison with the California Department of Industrial Relations, Division of Apprenticeship Standards.
- 10% Advises the Director, CPRO, CDCR and the President of CCPOA on matters relating to training standards. Collaborates with the Instructional Design and Training Support unit of POSED on recommendations for modification of training.
- 10% Represents CPOST in meetings with the Legislature, control agencies, and members of other boards, commissions, and agencies in the development/application of correctional training standards. Acts as primary liaison with Labor Relations in negotiations with labor organizations concerning departmental training issues related to CPOST reviews.

- 10% Chairs the CPOST board meetings; advises the Commissioners on training evaluations; ensures the planning, presentation, and recording of commission meetings adhere to the Bagley/Keene Open Meeting Act; reaches out to Commissioners in between meetings, as needed, to plan next commission meetings and develop the meeting agendas.
- 10% Provides final review and approval for CPOST Budget/Fiscal reviews and all CPOST procedure revisions.

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other job related duties as assigned, including working in other areas to cover absence or relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE